

**WASHINGTON STATE
ENHANCED 9-1-1 ADVISORY COMMITTEE
Amended as of April 21, 2011**

BY-LAWS

**ARTICLE 1
Authority and Name**

Pursuant to the authorization in Revised Code of Washington (RCW) 38.52.530, this committee is created. The committee hereby is named and shall be known as the Washington State Enhanced 9-1-1 Advisory Committee, hereinafter referred to as the "E911 Advisory Committee." Where conflict exists between this Article, or any section or provision thereof, and the laws of the State of Washington, the regulatory and statutory laws of the State of Washington control.

**ARTICLE II
Purpose and Duties**

Pursuant to the provisions of Chapter 38.52 RCW, specifically RCW 38.52.520, .525, .535, and .560, the purpose and duties of the E911 Advisory Committee are set forth in this Article.

SECTION 1:

Purpose - The E911 Advisory Committee shall assist and coordinate the counties operation and continued advancement of Enhanced 911 systems which provide expedient, reliable public access to emergency services statewide.

SECTION 2:

Duties - The duties of the E911 Advisory Committee include, but are not limited to, the following:

1. Advise and Assist the State E911 Coordinator in coordinating and facilitating the operation of enhanced 911 throughout the State of Washington.
2. Participate in collective efforts to set uniform national and state standards for enhanced 911 service with Agencies and regulators.
3. Develop recommendations for actions to be taken by the state E911 program through assignment of tasks to committees or work groups.

**ARTICLE III
Membership**

SECTION 1:

Statutory Membership - The membership of the E911 Advisory Committee shall be by agency, group, or organization, each with representation as designated. The E911 Advisory Committee shall consist of a designee from the following organizations selected by the

organization, or as recommended by the E911 Advisory Committee chair for at large positions, per RCW 38.52.530. The Director of the Washington Military Department – The Adjutant General, appoints members and alternates.

1. National Emergency Number Association (NENA), Washington Chapter
2. Association of Public-Safety Communications Officials (APCO), Washington Chapter
3. Washington Fire Chiefs
4. Washington Association of Sheriffs and Police Chiefs
5. Washington State Council of Fire Fighters
6. Washington State Council of Police and Sheriffs
7. Washington Ambulance Association
8. Washington State Firefighters Association
9. Washington State Association of Fire Marshals
10. Washington Fire Commissioners Association
11. Washington State Patrol (WSP)
12. Association of Washington Cities - East
13. Association of Washington Cities - West
14. Washington State Association of Counties - East
15. Washington State Association of Counties - West
16. Washington Utilities and Transportation Commission (WUTC)
17. Telephone Companies, Position 1
18. Telephone Companies, Position 2
19. Telephone Companies, Position 3
20. Department of Health (DOH)
21. Washington wireless industries position 1
22. Washington wireless industries position 2
23. Washington wireless industries position 3
24. Voice over Internet Protocol provider

SECTION 2:

Other Membership - Other parties may also be represented on the E911 Advisory Committee. These representatives are not legislatively mandated, but upon appointment by the Adjutant General shall have equal representation to statutory organizations:

25. Washington State Emergency Management Association (WSEMA)
26. PSAP Director or 911 Coordinator from urban counties East (>75,000 pop.)
27. PSAP Director or 911 Coordinator from urban counties West (>75,000 pop.)
28. PSAP Director or 911 Coordinator from rural counties East (<75,000 pop.)
29. PSAP Director or 911 Coordinator from rural counties West (<75,000 pop.)
30. King County
31. At Large

Annually in July, with the assistance of the State E911 Coordinator, the Chair will review the official county population as published by the Office of Financial Management as of April 1st. and will make recommendations to the Committee for movement of counties between represented groups due to population changes. Changes approved by the Committee will be effective August 1st.

SECTION 3:

Representatives - To assure the E911 Advisory Committee will conduct its business with continuity, each member agency, group, or organization will identify its representative and one alternate (or any changes thereto) who shall be members of the sponsoring organization by submitting the same in writing to the State E911 Coordinator.

SECTION 4:

Vacancies - Vacancies occurring on the E911 Advisory Committee shall be filled by The Adjutant General, based on nomination from the represented agency, group, organization, or E911 Advisory Committee and recommendations from the State E911 Coordinator.

SECTION 5:

Volunteers - All members of the E911 Advisory Committee shall serve without compensation on a voluntary basis. Members are restricted by RCW 42.52.130, .140, .150 and 42.18.230 from accepting or soliciting anything of economic value or gratuity if it is given solely because the member is on the committee.

SECTION 6:

Attendance - This issue will be addressed by the Chair on an individual basis as necessary or needed.

SECTION 7:

Communications - Committee members serve in the public interest as representatives of interest groups. The member's mission is to serve the public and specifically the group they represent by keeping that group informed of committee activities as well as gathering information for the committee.

ARTICLE IV Committee Officers

SECTION 1:

Chairperson - The E911 Advisory Committee representatives shall elect the Chair. The Chair shall preside at all meetings and hearings of the E911 Advisory Committee, shall have the duties normally conferred by parliamentary usage of such office, and establish the agenda for each regular meeting of the E911 Advisory Committee. The Chair shall have the authority to:

1. Appoint and generally perform other duties as may be prescribed in the rules of procedure.

2. Sign, on behalf of the E911 Advisory Committee, those documents that require such signature.
3. Call regular and special meetings of the E911 Advisory Committee.

The Chair's term of office shall be one year. The election of the Chair shall be held at the first meeting of the calendar year, where a quorum exists, by a majority of the members present. Tenure shall be limited to six consecutive years.

SECTION 2:

Vice Chair - The E911 Advisory Committee representatives shall elect the Vice Chair. The Vice Chair shall work in close cooperation with the Chair and shall perform such duties, as the E911 Advisory Committee shall assign. In the absence or incapacity of the Chair, the Vice Chair shall be vested with all powers and perform all the duties of the office of the Chair for the duration of the Chair's current term. Tenure shall be limited to six consecutive years. The Vice Chair's term of office shall be one year. The election of the Vice Chair shall be held at the first meeting of the calendar year, where a quorum exists, by a majority of the members present.

SECTION 3:

State E911 Coordinator - The State E911 Coordinator, or designee, shall be present at all E911 Advisory Committee meetings. The State E911 Coordinator shall ensure the coordination and production of all E911 Advisory Committee meeting notices, agendas, and minutes, and may perform other duties as requested by the Chair of the E911 Advisory Committee. Appointment and tenure of the State E911 Coordinator is set by statute, RCW 38.52.520.

ARTICLE V Meetings

SECTION 1:

Regular meetings will be held on a schedule determined by the E911 Advisory Committee. Proposed agenda items shall be referred to the Chair no later than two weeks prior to the meeting. No other business may be considered unless by a majority vote of members present and voting.

SECTION 2:

The Chair upon request of any six (6) E911 Advisory Committee members may call a special meeting. Notice shall be sent to all members at least five (5) working days prior to any special meeting and shall specify the purpose of such a meeting. No other business may be considered except by unanimous consent of the entire voting membership of the E911 Advisory Committee.

SECTION 3:

A quorum necessary to conduct a meeting of the E911 Advisory Committee shall be no less than 1/3 of the members or their designated alternates. Adoption of all motions shall require a majority of the members present.

SECTION 4:

All E911 Advisory Committee meetings shall be open to the public.

SECTION 5:

Roberts Revised Rules of Order, the latest version, shall govern the deliberations of all members of the E911 Advisory Committee.

SECTION 6:

Executive Session - The E911 Advisory Committee may include in the agenda and may meet in executive session to discuss personnel matters. The Advisory Committee may not take action during the executive session.

ARTICLE VI
Voting

SECTION 1:

Each member or their designated alternate, including the Chair, shall be entitled to one vote.

SECTION 2:

No members will vote by proxy. Each member or designated alternate must be present to cast her/his vote.

SECTION 3:

Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to recuse themselves on matters that pose, or give the appearance of posing, a personal conflict of interest for them.

SECTION 4:

Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting.

ARTICLE VII
Subcommittees

SECTION 1:

Subcommittees shall be established by the E911 Advisory Committee for the purpose of focusing on specific issues including conducting visits, studies, surveys, or research projects and for assembling information for special projects in order to provide advice to the State E911 Coordinator and the E911 Advisory Committee.

SECTION 2:

Standing Subcommittee membership - To allow for stability and an appropriate level of representation the; Policy Subcommittee, Strategic Planning Subcommittee and the WAC Maintenance Subcommittee shall have the following membership:

- 1 Representative of King County
- 1 Representative of Large Urban Counties East
- 1 Representative of Medium Urban Counties East
- 2 Representatives of Rural Counties East
- 1 Representative of Large Urban Counties West
- 1 Representative of Medium Urban Counties West
- 2 Representative of Rural Counties West
- 1 Advisory Committee Member

Large Urban County	> 250,000 population
Medium Urban County	75,000 – 250,000 population
Rural County	< 75,000

The representative for each group shall be selected and recommended to the E911 Advisory Committee by those Counties that are represented. It is the responsibility of the representatives to communicate with, and seek the advice of those counties they represent. At any time a group may change their representative by notifying and seeking the approval of the E911 Advisory Committee.

No action of a Subcommittee will be considered for recommendation to the E911 Advisory Committee until adequate time has been allowed for the representatives to contact their constituents for input.

SECTION 3

Other Subcommittee's membership - Subcommittee membership shall include a representative of the E911 Advisory Committee that shall be appointed by the E911 Advisory Committee Chair. The remaining subcommittee membership shall be determined by the E911 Advisory Committee, with the understanding that no county shall be represented by more than one individual on any single subcommittee and the County 911 Coordinator shall approve that individual.

SECTION 4:

Each subcommittee shall have a chair and a vice-chair both of whom shall be either a member of the E911 Advisory Committee or a 911 County Coordinator. The chair of the subcommittee shall be appointed by the Advisory Committee and shall be a non-voting member of the committee. The Vice-chair shall be selected from the representatives on the subcommittee and shall be confirmed by the Advisory Committee. A county Public Education Coordinator is permitted to be the Vice-chair of the Public Education Subcommittee and a county Training Coordinator is permitted to be the Vice-chair of the Training Subcommittee. The Vice-chair shall act as the Chair in all matters when the Chair is absent. The subcommittee membership shall be submitted to and confirmed by the E911 Advisory Committee. At the first E911 Advisory Committee meeting following the start of each State fiscal year a confirmation and/or

appointment of the Chair, Vice-chair and membership of each Subcommittee shall be approved by the E911 Advisory Committee.

SECTION 5:

Responsibilities of Chair - The Subcommittee Chair must provide the State E911 Program with a current roster of its subcommittee membership to assure that members are eligible for travel reimbursement. The Subcommittee Chair shall assure that minutes are written and submitted to the State E911 Office for each formal meeting of the committee members as soon as possible following the meeting and shall report on subcommittee activities to the E911 Advisory Committee. The Chair shall ensure that written objectives for the committee are created, maintained and adhered to throughout the life of the committee.

SECTION 6:

Attendance - If a subcommittee member misses three consecutive meetings or more than half the meetings in one year without good cause, the E911 Advisory Subcommittee Chair shall recommend to the E911 Advisory Committee that the position be declared vacant. Prior to contacting the State E911 Advisory Committee, the Subcommittee Chair shall correspond with the member and the represented group, company or agency indicating such action.

SECTION 7:

Dissolution - The Subcommittee will formally dissolve when its task, as directed by the E911 Advisory Committee, has been completed. A motion will be made and acted upon at the next regularly scheduled E911 Advisory Committee meeting to approve the Subcommittee's dissolution.

ARTICLE VIII Amendments

The By-laws may be amended by a majority vote of the members of the entire E911 Advisory Committee. A proposed amendment must identify the Article(s) to be amended, the reason for the proposed amendment, and the language of the amendment. The proposed amendment must be distributed to the members. The members shall vote on the proposed amendment at the next regularly scheduled or special meeting to be held not less than twenty-five (25) days after distribution of the proposed amendment.